



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

CHAGRIN RIVER WATERSHED PARTNERS, INC.

NATIONAL ESTUARINE RESEARCH RESERVE SYSTEM SCIENCE COLLABORATIVE GRANT

Implementing Credits and Incentives for Innovative Stormwater Management

REQUEST FOR PROPOSALS

For

Design Assistance for Stormwater Best Management Practices

April 3, 2012

SECTION A: PROJECT OVERVIEW AND ELIGIBILITY

The Chagrin River Watershed Partners, Inc. (CRWP) is seeking potential sites in the Chagrin River watershed and Erie County, specifically Old Woman Creek and Pipe Creek watersheds that need financial assistance to complete design for innovative stormwater management practices. This project is supported by the National Estuarine Research Reserve System (NERRS) Science Collaborative, a partnership of the National Oceanic and Atmospheric Administration and the University of New Hampshire. This project is a collaboration of the Chagrin River Watershed Partners, Inc., Old Woman Creek National Estuarine Research Reserve (NERR), Ohio Department of Natural Resources Divisions of Soil and Water Resources (ODNR-DSWR), Erie Soil and Water Conservation District (SWCD), and the Consensus Building Institute. These organizations form the core NERRS Science Collaborative project team for this project and will review all submittals to CRWP.

Best Management Practices (BMPs) targeted for design assistance are **pervious pavements** and **bioretention**. In addition, the project team may provide design assistance for sites that include **grass filter strips, water quality swales, or existing dry detention basins that can be retrofitted to provide additional infiltration**. The total maximum amount of assistance provided under this request for proposals is \$15,000 per project site. This amount shall not be exceeded under any circumstances unless written authorization is obtained from CRWP.

SECTION B: BACKGROUND

CRWP is a non-profit organization that provides technical assistance to our 37 member communities including the cities, villages, townships, counties, and park districts in the Chagrin River watershed. CRWP develops cost-effective, prevention-focused solutions to minimize new, and address current, natural resource management problems. Chagrin River Watershed Partners' work, including model ordinances for riparian setbacks and stormwater management and technical guidance for local communities to facilitate the adoption and implementation of codes and stormwater management programs, is in use throughout northeast Ohio.



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

The organizations listed above comprise the project team, however a larger “Collaborative Learning Group” that represents all facets of the stormwater profession including state and local stormwater regulators, community and development engineers, local communities, stormwater utilities are integrally involved in this project. The project team is cooperating on this project to develop science-based tools that promote the use of practices that minimize the impact of stormwater on Ohio’s coastal communities and Lake Erie.

Municipal and consulting engineers, stormwater utilities, developers, regulators, and watershed organizations are collaborating with the project team to generate credible and locally verified performance information about innovative stormwater systems. The Collaborative Learning group will use the selected projects as a learning process to evaluate current design standards in Ohio. Over the next 3 years, a total of 6 BMPs, including those receiving design assistance through this RFP, will be monitored for hydraulic performance. This monitoring data will be combined with data sets from similar monitoring activities to model the performance of LID BMPs and their effectiveness in reducing peak discharges and in runoff volumes. Based on these results, the team will develop credits and incentives to encourage the use of the most effective systems.

Selected projects will be designed per CRWP specifications to accommodate hydrologic monitoring equipment. Monitoring data will be used to calibrate and ground truth stormwater models to quantify runoff reduction performance. Costs of design, construction, and maintenance will also be collected. The project team and Collaborative Learning Group will translate the results of this research into user friendly design tools for stormwater professionals and to make recommendations regarding design guidance and stormwater regulations. For more information on this project please see the attached project brief: *Evaluating Stormwater Solutions in Ohio*.

SECTION C: PROJECT PROPOSAL

Through this Request for Proposals, CRWP will select up to three sites to provide financial assistance for the design of pervious pavement, bioretention systems, grass filter strips, water quality swales, or retrofit of existing dry detention basins to provide additional infiltration.

Submitted responses to this request for proposals for design assistance should include the following information. The project team and Collaborative Learning Group will use this information to score each submittal per the Site Selection Criteria and Scoring System included with this request for proposals.

In responding to this RFP, please submit four (4) complete hardcopies and one digital copy of a proposal addressing the following items:

1. *Nature of the Project*: Please discuss if this is a privately or publicly funded project, a commercial, institutional, or residential site, and redevelopment or new construction.
2. *Best Management Practice*: Description of BMPs proposed for design. Please include preliminary sections drawings and/or standards/specifications.



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

3. *Project Site*: Description of project site including:
 - a. Site location map, including topography with 2-foot (or finer resolution) contours.
 - b. Proposed site layout.
 - c. Total area of the site and the area of the site that is expected to be disturbed.
 - d. Existing data describing the soils throughout the site, including the soil series and association, hydrologic soil group, any soil anomalies or limitations.
 - e. Description of water resources at or near the site including statement of downstream resource and watershed the site is within.
 - f. Explanation of potential zoning concerns related to the preferred site layout.
 - g. Explanation of potential stream and/or wetland permitting concerns with the Ohio EPA and/or the U.S. Army Corps of Engineers.
 - h. Location of easements or other restrictions placed on the use of the property.
4. *Site Design Proposal*: The design proposal should detail the preliminary site design with conceptual storm water management and low impact development components. Include a site plan showing the location of each proposed post-construction practice and the area draining to each BMP. Describe the water quality and/or quantity functions provided by each BMP. It is preferred that the entire site be shown on one plan sheet. If the scale used to accomplish this is difficult to read, separate sheets providing an enlarged view of areas on individual sheets should also be provided.
5. Assumptions and expectations.
6. Describe how the proposed project addresses each of the following categories.
 - a. Level of visibility of the project to the community.
 - b. Level of access available for construction, maintenance, monitoring and site visits.
 - c. Degree of innovation used to develop the low impact development practices.
 - d. Potential to replicate practices throughout the Lake Erie watershed.
7. *Preliminary Maintenance Plan*: Please provide a preliminary maintenance plan. This plan should include a draft inspection and maintenance agreement between the community and the property owner. This agreement will follow the practices through the life of the site and should specify the type of maintenance required for each low impact development structure. CRWP will assist selected applicants to finalize and implement the maintenance plan.
8. *Timeline and readiness*: Describe the project timeline for installation and level of readiness to proceed. Include discussion of proposed funding for construction of BMPs.
9. *Statement of qualifications*: Submit a statement of the applicant's qualifications including track record on past and current projects; ability to meet regulatory compliance; years of experience; demonstrated ability to complete projects on schedule; and any experience with low impact development. Include personal experience and resumes of personnel and three (3) references.
10. *Cost proposal*: Please provide a cost proposal including total hours available, hours per staff, and direct labor by labor category; overhead and other direct costs; and profit. This project is cost reimbursable up to a maximum of \$15,000.



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

SECTION D: CONTRACTOR SCOPE OF SERVICES

1. Provide design for innovative stormwater practices that can be monitored as a part of the overall NERR SC grant program.
2. Participate as an active member of the NERRS SC Collaborative Learning Group. Expectations include half-day quarterly meetings to provide input on this project. Meetings are held in rotating locations and will include site visits to projects awarded design funds under this RFP.
3. Provide conceptual plans for review and discussion with CLG.
4. Incorporate recommendations from project team and CLG to the extent technically and financially practical, which may include outlet design that allows flow monitoring and measures to isolate the BMP from the neighboring soil profile.
5. All records (original tracings, maps, field sketches, lab reports, flow data, graphics originals, design calculations, electronic files including model input and output files, etc.) generated by the project shall be the property of CRWP and shall be turned over to CRWP upon completion or as directed.

SECTION E: SCHEDULE

If interested, please submit four (4) complete hardcopies and one digital copy of a proposal to CRWP at the address below. All submitted proposals will be notified via e-mail about selected projects. Work will commence after successful execution of a contract for services between the contractor and CRWP. All work under this contract, including invoices, must be completed and delivered to CRWP by December 31, 2012.

May 1, 2012: Proposals due. Proposals postmarked after this date will not be accepted.

July 20, 2012: Anticipated date for CRWP to award contracts.

December 31, 2012: Complete all work under this contract, including invoice delivery to CRWP.

SECTION F: SELECTION AND AWARD PROCESS

The selection process will involve screening of submitted proposals by the NERRS Science Collaborative project team and possible interviews by the NERRS Science Collaborative project team and Collaborative Learning Group. Projects will be selected from proposals submitted based on compliance with the attached Site Selection Criteria and Scoring System. CRWP reserves the right to deny a project if it does not comply with CRWP objectives and grant constraints.

Please direct responses to this RFP as well as questions to the contact listed below. Questions via e-mail will be accepted.

Amy H. Brennan
Chagrin River Watershed Partners, Inc.
P.O. Box 229
Willoughby, Ohio 44096-0229
(440) 975-3870
abrennan@crwp.org



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

Site Selection Criteria

Essential criteria for any monitoring site and Best Management Practices (BMPs) for this project:

- Timing of construction
- Project must be in Ohio Lake Erie Basin between Pipe Creek (Erie County) and Chagrin River (Cuyahoga, Geauga, Lake & Portage Counties),
 - Priority for targeted watersheds Chagrin River, Old Woman Creek, and Pipe Creek
- Site owners and developers must make design specifications available for review
- Designers must respond to comments from NERRS Science Collaborative project team and Collaborative Learning Group
- BMP design and physical structure must allow for monitoring equipment to measure flow in and out of an individual stormwater BMP, or allow for retrofit for monitoring

Additional criteria and information that will be considered in the selection process:

- Size and scale of BMP
- Design of BMP follows standards and specifications in ODNR Rainwater and Land Development Manual and allows for infiltration or runoff reduction
- Availability of construction and maintenance costs and maintenance plans
- Size of drainage areas to BMPs and ability to capture entire drainage area
- Construction sequence to ensure that the BMP itself was installed correctly and under what conditions
- Ability to monitor - useable outlet, ability to control and quantify inflow
- Ability to replicate the BMP
- Design criteria: What is the BMP designed to treat?
- Preference for BMPs on C or D soils
- Retrofit vs virgin ground – possible combination of new and retrofitted projects



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

Project Name:

Contact Information:

Location:

Nature of project: (Check all that apply)

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Public | <input type="checkbox"/> Residential | <input type="checkbox"/> New Development |
| <input type="checkbox"/> Private | <input type="checkbox"/> Commercial | <input type="checkbox"/> Redevelopment/Retrofit |
| <input type="checkbox"/> Institutional | | |

Reviewer's Notes:

BMP Type: (Check all that apply)

- | | |
|----------------------|--------------------------|
| Pervious Pavers | <input type="checkbox"/> |
| Pervious Asphalt | <input type="checkbox"/> |
| Pervious Concrete | <input type="checkbox"/> |
| Bioretention | <input type="checkbox"/> |
| Water Quality Swale | <input type="checkbox"/> |
| Grassed Filter Strip | <input type="checkbox"/> |
| Dry Basin Retrofit | <input type="checkbox"/> |

Reviewer's Notes:

Project Watershed:

- | | |
|-----------------|--------------------------|
| Chagrin River | <input type="checkbox"/> |
| Old Woman Creek | <input type="checkbox"/> |
| Pipe Creek | <input type="checkbox"/> |
| Other: _____ | |



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CRITERIA	Score		
	Low (1 Point)	Medium (3 Points)	High (5 Points)
Readiness to proceed	> 12 months	7 – 12 months	2 – 6 months
<i>Reviewer Comments:</i>			
Accessibility for public audience and education	Access by appointment	Access with notice	Full public access
<i>Reviewer Comments:</i>			
Replicability	Soil types, topography, LID practices, and development product are not typical of Northern Ohio	Soil types and topography are not typical of Northern Ohio; or development product is not typical of Northern Ohio; or LID practices not typical	Soil types, topography, LID practices, and development product are typical of Northern Ohio
<i>Reviewer Comments:</i>			
Accessible for maintenance and monitoring	Limited access	Access with notice	Full access
<i>Reviewer Comments:</i>			
Quality of long-term maintenance plan	Maintenance agreement only	Includes long-term inspection and maintenance agreement and education of property owners. Does not specify perpetual funding source.	Includes long-term inspection and maintenance agreement, education of property owners, and perpetual funding source.
<i>Reviewer Comments:</i>			



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CRITERIA	Score		
	Low (1 Point)	Medium (3 Points)	High (5 Points)
Quality of onsite and downstream water resources	Degraded wetland, stream, or subwatershed; and no proposed restoration of water resources	Moderate quality wetland, stream, or subwatershed; or proposed restoration of degraded water resources	High quality wetland, stream, or subwatershed
<i>Reviewer Comments:</i>			
Proposed Funding for Construction of BMP	Funding acquired/committed for construction	Funding pending for construction	Funding not applied for or committed.
<i>Reviewer Comments:</i>			
Overall technical feasibility of proposal and proposed BMP design	Project meets all BMP selection criteria	Project meets all BMP selection criteria	Project does not meet BMP selection criteria
<i>Reviewer Comments:</i>			

Applicant’s Qualifications. Score based on the applicant’s demonstration of the following: (0-10 total points possible - Each Site Selection Committee member will provide a score for this criterion. The score total for this section will be the average of their scores.)

- Track record on past and current projects.
- Past and present ability to meet regulatory compliance.
- Years of experience.
- Demonstrated ability to complete projects on schedule.

Reviewer’s Notes:



CRWP NERRS Science Collaborative Site Selection Criteria & Scoring System

Additional Reviewer Notes: Please include any questions, comments, or concerns that need to be addressed by the applicant.

Total Score _____

Reviewer Signature _____ **Date** _____